



## **Governor's Office of Homeland Security and Emergency Preparedness**

### **Homeland Security Grants EHP Instructions**

Applicants shall not undertake any project having the potential to impact Environmental & Historic Preservation (EHP) resources without prior approval from GOHSEP through FEMA, including but not limited to ground disturbance, construction, modification of structures, and purchase and use of sonar equipment.

Per the 2011 HSGP Guidance (page 54), "the following activities would not require the submission of the FEMA EHP Screening Form: planning and development of policies and processes; management, administration or personnel activities; classroom-based training; table top exercises; and acquisition of mobile and portable equipment (not involving installation)." Review the Grant Guidance for additional information pertaining Environmental & Historic Preservation Guidance for the grant and grant year your project will be funded under.

On the project application, applicants are asked if the item being purchased is mobile or portable and if the item requires installation. If yes is answered to either question, an explanation must be included. These questions will assist the grant specialist in determining if an EHP is required. Once it has been determined that an EHP Screening Form must be completed. The applicant must complete the information on the screening form, attach photographs and include all of the additional required information indicated below. After the grant specialist reviews the EHP Screening Form and attachments and verifies the documentation is complete, the documentation will be submitted to FEMA for review.

The EHP Screening Form consists of 6 pages. Complete section's A and B. For section C, complete each portion(s) which correspond to the boxes selected in section B. Finally, complete all of section D that apply to the project.

The applicants EHP must include the following attachments:

- ❖ Photographs – Ground level and Aerial
  - The photographs must include clear markings indicating where the equipment will be installed.
- ❖ FEMA Flooding Insurance Rate Map (FIRM)
  - <http://www.fema.gov/hazard/map/firm.shtm>
- ❖ U.S. Fish and Wildlife Service, National Wetlands Inventory (NWI) Map
  - <http://www.fws.gov/wetlands/Data/Mapper.html>

To expedite a timely EHP review write a clear and descriptive project description, include clear photos and maps and include any previous Master Plans or other environmental documentation.

The applicant is NOT authorized to begin work on the project until the project has been approved. The applicant will be notified via email once approval is received. The approval email will include a letter of approval from FEMA.

It is the applicant's responsibility to submit the EHP screening form. If it is determined during the reimbursement process that items were installed without proper EHP approval, those items will be considered non-compliant.

The following link provides additional information on Environmental & Historic Preservation Guidance for FEMA Grant Applicants: <http://www.fema.gov/environmental-planning-and-historic-preservation-program/environmental-historic-preservation-1>